



DIVISION OF HEALTH SERVICES REGULATION
BOARD OF SOCIAL WORK EXAMINERS FOR LICENSURE OF SOCIAL WORKERS

3 CAPITOL HILL
CONFERENCE ROOM 104
PROVIDENCE, RHODE ISLAND

Thursday, July 17, 2014
9:00 AM

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Lynn Finocchiaro, LICSW
Connie Gallo, LCSW
Barry Noel, LCSW
Mary Ann Shallcross-Smith, Community Member
Daniel Wheelan, LICSW
Sandra Munroe Wunschel, LICSW

BOARD MEMBERS NOT IN ATTENDANCE

Rhonda Jones, MSW

STAFF MEMBERS IN ATTENDANCE

Arlene Hartwell, Board Manager
Steve Morris, Legal Counsel

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Board of Social Work Examiners for Licensure of Social Workers was held on July 17, 2014 at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 9:10 AM on a motion by Sandra Munroe Wunschel and seconded by Barry Noel. Motion carried.

2. Presentation of the Open Session Meeting Minutes

Motion was made by Sandra Munroe Wunschel seconded by Dan Wheelan to accept the Open Session minutes of April 24, 2014. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. Board Manager Report

- Announcements
 - Arlene Hartwell introduced herself as the newly appointed board manager
 - Barry Noel introduced himself as a newly appointed board member
 - Rhonda Jones could not attend this meeting. She will be introduced at the next board meeting.
- Complaint Process Information
 - Arlene Hartwell explained that procedures are being reviewed to allow for congruency among all of the boards so changes may be forthcoming.
- Communications
 - Each board member signed a confidentiality agreement and updated contact information. Each member received a copy of the Rules and Regulations for Licensing Clinical Social Workers and Independent Clinical Social Workers (R5-39.1CSW/ICSW) and a Rhode Island Board of Social Work Examiners Instructions and

Application for License as a Licensed Clinical Social Worker or Licensed Independent Clinical Social Worker.

- Arlene Hartwell shared that the Open Meetings Act stipulates that only scheduling matters be discussed by board members outside of board meetings.
- Sub-committee Information
 - A yellow Investigating Committee form will be utilized in future meetings when the board investigates a complaint.

4. Old Business

- Training for new board members
 - New board member names were given to ASWB by Arlene Hartwell to attend New Board Member Training. Two members will likely train in March, 2015 and two others in June, 2015 as 2014 training sessions are at capacity. Dan Wheelan stated that ASWB will cover all expenses for the training.
 - Sandra Munroe Wunschel recommended that new board members register with ASWB. The new board members indicated that they would email ASWB.org.
- Sandra Munroe Wunschel asked about the duration of serving on a board. She has received notice of her third appointment and does not know how long she is to serve. She stated that if the parking issue is not resolved, she may resign. Arlene will bring board appointment terms to the next meeting.
- Secretary of State Website Update
 - Arlene Hartwell reports that the website now contains the names of current board members.
- Telemedicine
 - Arlene Hartwell shared that the “Relating to Insurance – Use of Telemedicine Healthcare Modernization Act”, House Bill No.

7717, did not pass in the House. The measure is held for further study.

- Steve Morris explained that if you are licensed in Rhode Island, you can practice telemedicine in RI as long as you can assure privacy. He added that practicing telemedicine in another state is prohibited unless you are licensed to practice in that state.

5. New Business

- Continuing Education Extension Requests for 2 applicants
 - Motion made by Mary Ann Shallcross Smith and seconded by Dan Wheelan for Arlene Hartwell to compose a letter to Ms. Tokarski notifying her that if she cannot confirm completion of CEUs by April, 2014, her license will be inactivated. Motion passed unanimously.
 - Motion made by Sandra Munroe Wunschel and seconded by Dan Wheelan for Arlene Hartwell to contact Ms. Gunning to notify her that her license expired on 5/1/13 and would not be renewable until she can verify that she has completed required CEUs. Motion passed unanimously.
 - Sandra Munroe Wunschel reviewed the application for licensure as CSW and ICSW and noted that there was a form in the application for completion by the board which she had not seen before. Arlene Hartwell explained that she had been told by the previous board manager that years ago the board had voted to allow the board manager to review and approve applications as long as there was documentation that all requirements for licensure had been met. Arlene also added that the agreement stipulated that if there was any question of issuance of license, it is brought before the board. The board unanimously agreed to continue this practice.
 - Sandra Munroe Wunschel inquired about CEU confirmation prior to license renewal. Arlene Hartwell notified the board that they may vote for an audit to be conducted periodically. Connie Gallo asked if CEU courses were approved by the board. Dan Wheelan affirmed this.

- Application Review

- Two applications were reviewed by Sandra Munroe Wunschel, LICSW and Dan Wheelan, LICSW. There was a discussion of these two applicants applying for licensure as ICSW by endorsement. The board decided that the board manager should check the ASWB website for equivalency certifications and that if the certifications are equivalent to RI ICSW status, applicants be approved for licensure. If there is a discrepancy, it will be addressed at next board meeting.

6. Adjourn to Closed Session

Motion was made by Barry Noel and seconded by Lynn Finocchiaro to adjourn to Closed Session at 9:58 AM. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting. Also, pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

7. Return to Open Session

Motion was made by Daniel Wheelan and seconded by Connie Gallo at 10:55 AM to re-open the Open Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

8. Final Actions on all votes taken in Closed Session

- There were no votes taken in closed session as a quorum could not be established to vote on cases after investigations ensued. Votes will be taken at a future meeting where a quorum is established.

9. Adjournment

The next Board of Social Work Examiners for Licensure of Social Workers meeting will be held on Thursday, July 31, 2014 at 9:00 AM at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. Motion was made by Barry Noel and seconded by Mary Ann Shallcross-Smith to adjourn at 11:05 AM. Motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Arlene Hartwell".

Arlene Hartwell
Board Manager
Office of Health Professionals Regulation